

Holy Trinity Parish
Facility Updates/Review
September 2025

Below is a listing of the items which were addressed September 2024-September 2025, per facility/building.

Our Lady of Grace Chapel/Simard Hall

Oil tank (2) 330 gallon tanks installed 1987 and 1997, remove/replacement – A small leak was found in bottom on the 1987 oil tank during the annual inspection. Both tanks were removed and replaced. Inspections by both Dead River and Bristol Fire Department were completed.

Building rekey and lock replacement – The entire building (interior and exterior) was rekeyed. The building originally had 5 different keys, no master key due to multiple locksets. Now there is a master key and subset keys based on – exterior, interior, facility and storage doors.

Inspections – The following annual inspections were completed – HVAC, boiler (filter changes increased to twice a year), AED (pads replaced), Emergency lighting/exit signs/life safety (2 issues found/fixed), smoke detector (3 issues found/fixed), fire extinguisher (replaced those low), roof and Fire inspection/occupancy loads completed and posted.

Domestic hot water tank – corrosion was found on the domestic hot water tank. This was a sign of a small leak. Tank was removed/replaced.

Bathrooms – toilets in Simard Hall were removed and replaced with new. Single use bathroom doors were remarked as non-gender specific.

Music Platform – The music ministry is located in the back of OLOG. From where they sat, it was difficult for them to see Fr. Mark and keep the flow of the music for Mass consistent. A parishioner donated his time, skill and materials to build the stage located in the back. HTP brought in the electrician to extend the electricity through the floor and a carpet to cut back on the noise volume. We also worked with Bristol Fire Chief on emergency exit and egress.

Epoxy floor – Parishioners volunteered their time to epoxy over the original 1957 tile which had severe wear spots. HTP paid for the epoxy, but they put in the sweat and tremendous manpower.

Day Away Room – The Day Away Program ended. The room was converted back to a storage room. All music materials/equipment (used during the holidays) and Art and Environment banners/supplies were moved into the room. Originally these items were in the furnace room (non-compliant) or in the hall (behind portable screens).

Electrical work – small electrical items were addressed – junction boxes missing covers, capped wires exposed in the ceiling, exterior outlets removed/replaced with new boxes (old ones rotted/deteriorated and were easily accessible to outsiders – power is currently shut off to the boxes and replacement will take place next week), etc.

Exterior Painting – Small projects were completed around the building by our facility staff – painting of entrances/curbing/stairs. Mowing/weedwacking, cleaning out/up Simard Hall, general cleaning of surface areas.

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Front left entrance door – the interior parts of the handle and locking bars eroded and were replaced. On the CIP report it shows a number for the front doors. We had the doors inspected by a door installer who regularly works on front entrance, storefront doors/lights (glass). The glass has lost its seal, and the doors are hanging at an angle. It is advised to replace the glass and change the hinges to rotund hinges, which will give the door more support. In that number includes new weatherstripping as well. This is far cheaper than replacement of the doors and will serve the same need.

Carpet cleaning – Carpet cleaning of the rug was completed.

Lockbox codes - changed

Septic pump – the septic system will be pumped on September 22. Last pump that I could find was 2021.

Marian Center

Septic – The septic lines leaving the Marian Center and entering the septic tank froze during the winter/early spring. We brought in a vendor and conducted an emergency pump once they were able to break through the ice. We were then able to heat the lines and melt the ice. This occurred due to a missing tank cover located about 2 feet below the road cover. Hats off to our facility staff who caught the backflow of the septic into the building and cleaned everything.

Handicap toilet – the handicap toilet in the bathroom was acting up. We replaced the flushometer which has a 2–10-year shelf life based on use.

Paving – the dirt parking lot in front of the building has been regraded, old patch pavement removed and newly paved. Line striping will occur this week.

Rekey – 1 door lock had been rekeyed/replaced in the past. It was changed out to the current system.

Carpet cleaning – the hallway carpet was cleaned

Inspections – the following annual inspections took place – HVAC (radiant flooring), split units, AED (pads to be replaced. Waiting on office), Emergency lighting/exit signs/life safety, smoke detector, fire extinguisher (replaced those low), sprinkler system, roof and Fire inspection/occupancy loads completed and posted (1 issue resolved).

Sprinkler System – we flushed out the sprinkler system based on the inspection. Overtime bits of debris and others items may settle in the lines and could clog the heads should an emergency arise.

Internet – the internet speed was extremely slow – 30 Mbps (snail speed). If 2 devices accessed the wifi, streaming would be interrupted. We were able to boost the speed up to about 75 Mbps, created a private and guest network and added 2 extenders. The front entrance to the church (music platform area) can receive wifi now. To add wifi to the church would be over \$200/month. There isn't a need at this time to have internet there and this system works. Fiber lines circle the lake and stop prior to the Marian Center. If they extend the fiber lines to the end of the road, we will revisit this option and perhaps switch the phone provider and upgrade the modem. At this time, a change to a provider or modem will not benefit the current use in the building unless we want to install cameras. This will be very costly as we would have to purchase a new system, not linked to the current system as St. Matthew.

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Roof – A few shingles fell off the Marian Center roof, lake side. Due to the hillside and proximity to the road, we had a vendor replace with shingles from overstock in the basement.

Hall Floor – Facilities and Fr. Mark cleaned and recoated the Hall floor. A lot of actual sweat went into the project as the temperature and humidity at the time were quite high.

Entrance exterior lanterns – the original exterior lantern lights were photocell sensor lights and the photocell in the lantern needed replacement. That particular sensor was discontinued. We replaced the lanterns with in kind. Currently, the front right light was broken, we are waiting the replacement.

St. Matthew Church

Door Entrance – due to active shooter and line of sight, the middle portion of the wooden doors were removed and stored. Glass replaced the wooden portion of the door for visual access.

Parking lot - the parking lot was crack sealed, received a seal coat and line striping. Handicap signs/spots were removed from the east side of the building and replaced on the south side. 1 staff parking space was removed. The 2 staff parking spot was relocated to the east side of the building.

Inspections – the following annual inspections took place – HVAC, boiler (filter changes increased to twice a year), Emergency lighting/exit signs/life safety (1 issue resolved), smoke detector/duct detectors (multiple issues, not all resolved, but functioning), fire extinguisher (replaced those low) and Fire inspection/occupancy loads completed and posted (1 issue resolved).

Livestreaming – we had issues with the livestreaming. It was competing for the IP addresses that our main systems (camera, fire alarm panel, MDF) use. The issue was resolved by giving the livestream, sound other equipment in the Church its own set of IP addresses it may access. Power Sound who supplies and monitors the livestreaming is a proprietary system.

Exterior lighting – the exterior lighting was replaced on the east side of the church. The strobes hung just past the eave and were hit by falling snow. The slimmer models hold a bit tighter to the building and are doubles, which offer a bit more light. We installed these when the days were long. As we move closer to shorter days, the strobes may need a bit of adjustment.

Sacristy electrical upgrades – the side sconce lights and center lights of the church were controlled by 2 breakers in the electrical panel. We installed 2 switches with dimming capabilities to keep fingers out of the electrical box. Someone had accidentally shut off the furnace and water heater during the winter mistaking the breakers. Luckily it was found quickly, but this spurred us to create switches on the outside of the box. The electrical panel is a very old panel and is unable to be locked. If we want to look at this in future, we can replace the box; however, this will be a costly change. We are code compliant and the PFD Chief as no issues with the panel.

Carpet cleaning – carpet cleaning was completed in the church.

Painting – small areas around the building were repainted – hall wall near the screen, front entrance sign, bulkhead (which needs to be repainted due to vandalism).

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Pope Francis Hall/Office

Inspections – The following annual inspections were completed – ERV (filter changes increased to twice a year), boiler, split units, AED (pads replaced), Emergency lighting/exit signs/life safety, smoke detector (multiple issues resolved), fire extinguisher (replaced those low), sprinkler inspection, hood suppression system, grease trap (inspected and pumped) and Fire inspection/occupancy loads completed and posted (2 issues resolved).

ERV – the ERV hot water coil needed replaced. The coil was fabricated and is in, waiting on install. When the old one was removed, the cage was damaged. A new cage is being fabricated to hold the coil and will be installed in the next month.

Alarm Panel – The Alarm Panel is a Notifier by Honeywell which is a proprietary system. We have had multiple trouble alarms throughout the hall/church for over a year. All detectors have been blown out and individually inspected. We have narrowed troubled detectors to the church. There are 5 detectors which span the upper most ceiling down the center aisle and must be reached via a lift due to their height. The troubles we receive on these are not battery related and are not permanent. The alarm system runs checks on each device every 8 seconds. We receive a trouble once every couple weeks on 1 of the 5 detectors. When the trouble alarm is issued, an email notification is sent with the device number (previously this was done via phone call), the detector resets itself by the next 8 second time period. We believe it might be a wiring issue; however, we are still working on this. Advanced Lock and Alarm, the vendor HTP uses to monitor the alarm system/smoke & duct detectors, is unable to have full access to the panel as they are not a notifier distributor. We will eventually need to bring in an outside vendor who is a Notifier supplier to fix the issue once we diagnose the problem. The trouble notification is not a life safety issue.

Modem – our modem was upgraded by the phone company for free which allowed faster internet speed, enhanced network security and improved connections. However, our previous modem was programmable and the one installed was not and they no longer offer free programmable modems. We purchased and installed a programmable router. We had a bit of an issue at the start (as mentioned above with the Power Sound equipment), but all seems to be functioning well. We were able to boost speed from 70 Mbps to 110 Mbps. Which currently satisfies the needs of the building. Devices which run off this through the MDF are – alarm panels/life safety, cameras, livestreaming, sound, computers, TV, NAS (network storage), printer and fax machine. Anyone who is given and uses the guest (or private) password to the internet and enter the building with their device, are automatically connected to the wifi. This could be a future issue if we have a large function in the hall, stream a video and a large portion of the people in the audience are attached to the wifi. We were experiencing this prior to the upgrade, but have not seen any issues to date. If it does become an issue, the router can be upgraded to something a little more powerful.

Hood – during the hood inspection we noticed that the chemical compound was getting low. We ordered and scheduled a refill. Between the inspection and the date to refill, the left suppression system leaked. We replaced the canisters in both hoods. The system is good for 8 years.

Stove – Knights of Columbus purchased a new residential, commercial style range (approved by the PFD). The old left stove was removed.

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St. Agnes stained glass window – the stained glass window in the rectory was taken down and refurbished. It was originally located at St. Agnes Church as an exterior window and then installed in the rectory with the exterior side facing out, but not sanded/repainted. The glass window had a foggy, sticky appearance to it. The window was completely scraped and cleaned. The stained glass cleaned and the wood which holds the glass was sanded, holes filled, painted and reset in the window.

Basement – During a walk through of the basement with the Fire Department, they determined the burnable load to high and egress areas too congested. Items from the construction were left in the basement to include pallets, corrugated materials and other debris. All needless items were removed and disposed of. Different organizations were asked to clean up their areas. We need to address this again as both scout groups (The Boys Scouts and Cub Scouts) have begun to spread again. They each have their own shelving and all items are to be placed on the industrial size/strength shelving units.

Rectory

Windows – The seal in 12 windows located on both floors of the rectory were compromised. The windows were replaced.

Boiler - Boiler inspections and filter replacements were conducted.